

THIRD CIRCUIT COURT OF APPEALS

CM/ECF Court Reporter Manual

Last Update August 21, 2009

TABLE OF CONTENTS

<u>Training Database Instructions</u> (practice filing)	3
<u>Glossary of Terms</u>	4
<u>CM/ECF Helpful Hints and Information</u>	5
<u>Getting Started</u>	6
<u>Toolbar Options</u>	8
<u>Navigating Tips</u>	9
<u>How to File a Transcript Purchase Order Form</u>	10
<u>How to File a Motion</u>	15
<u>Quality Control and Error Correction</u>	22
<u>Event and Relief List</u>	23

You can receive help by sending an email to the ECF help desk at ecf_helpdesk@ca3.uscourts.gov or by contacting the ECF help desk during the hours of 9am - 4pm at 267-299-4970.

Court Reporter Instructions for using the Training Database

Before attempting to use the Training Database, we recommend that you review this CM/ECF Court Reporter Manual.

The Training Database is a replica of the Live database that you will use to file actual documents. The Training Database contains several sample cases to be used to practice filing documents. Please use the login and password listed below to access the training database (your personal CM/ECF login name and password will not work in the training database).

To enter the training database, use the following login and password. N.B. The login and password are case sensitive.

Login: Reporter20
Password: training#20

Below is a list of cases that can be used in the training database. You may use any of them for filing. Before you begin, make sure you have a PDF file that you can attach to the entry. It does not have to be a real document but it must be a PDF file.

Use any of these cases to practice filing events, such as an appearance, transcript purchase order form, brief, appendix, motion or a combination motion and response.

Civil Case:	03-1095	Gamerson Ind v. Blue Oil
Civil Case:	03-1075	St. Thomas Med v. Jackson Fire House
Criminal Case:	03-4050	USA v. Washington
Criminal Case:	03-4040	USA v. Peter Mifflin

Please keep in mind that some events may not work properly if no appropriate prior filing is made. For example, you will not be able to file a response to a motion unless there is already a motion filed.

If you have any questions please review the Help menu on our CM/ECF web page.

Glossary of Terms

Electronic Case Files (ECF) - The system used by a public user to file electronic documents with the Court.

Electronic Filing - The process of uploading a document from the filer's computer using the Court's Internet-based Case Management/Electronic Case Files system (CM/ECF) to file a document in a case. The CM/ECF System accepts documents in Portable Document Format (PDF) only.

Event - A transaction used to create a docket entry in a case.

Event Category - A list used to describe the types of filings, which corresponds with the phases of an appeal or a specialized group of filings within each category.

Event List - A list of the specific types of filings within each category.

Notice of Docket Activity (NDA) - An e-mail message containing a hyperlink to the document being filed through the ECF system. A Notice of Docket Activity is produced by the system at the time a document is filed and sets forth the attorneys or parties receiving notice/service. It is the equivalent of the Notice of Electronic Filing (NEF) in Bankruptcy and District Court ECF systems. This NDA will verify how service was made (i.e. e-mail, US Postal Mail, etc.), however, it is not to be substituted for a certificate of service.

PACER - (Public Access to Court Electronic Records) An electronic system that allows the user to view, print, and download electronically maintained docket information and court documents from the federal courts over the Internet.

PDF - (Portable Document Format) A document created by word processing or scanning, which must be converted to PDF to be filed through the system.

Public Filer - An individual who has a login and password to file documents electronically using the Court's CM/ECF system.

Relief - An additional portion of an event transaction used to create a docket entry in a case, which further describes the transaction. N.B. Not all events will have a relief.

Relief Category - A general topic, which includes reliefs that may be selected for filing.

Relief List - A list that allows you to further define the proper event being used.

CM/ECF Helpful Hints and Information

- ◆ Attorneys who are members in good standing of the Third Circuit Bar should register as a public filer of the Court's CM/ECF System by following these steps:
 - a. Register with PACER for a PACER Account: If you or your law firm has not previously obtained a PACER account, you must obtain a PACER account via [PACER Service Center](#).
 - b. Register with PACER for Appellate Filer Account: An ECF Filer account is required to file documents through CM/ECF. Register for an appellate filer account at [PACER Service Center](#) Appellate ECF Filer Registration.
- ◆ Pro Se litigants generally do not file documents electronically. However, a pro se litigant who is a party in a case before the Court may file documents electronically in that case. The pro se litigant should register with PACER as a pro se Appellate Filer.
- ◆ Sealed Documents: Sealed documents should be filed electronically using an event preceded by "**SEALED**" (e.g. Sealed Motion). When a sealed event is chosen, the document will not appear on the docket report. If you fail to use the event preceded by "**SEALED**," the document will be available to any PACER registered user.
- ◆ Signatures: Your appellate ECF filer login and password constitute your official signature on all documents filed using your assigned login and password in the CM/ECF System. In addition, the name of the Public Filer under whose login and password is used to file the document must be preceded by a "s/ " and typed in the space where the signature would otherwise appear (e.g., s/ John Doe). A document that requires multiple signatures may be filed by submitting a scanned version containing all signatures.
- ◆ Public filers are required to attach a document to each event docketed. All documents that are attached to an event must be in PDF format. You may convert a document into a PDF format by using Word or WordPerfect or you can scan the document and save it as a PDF file.
- ◆ The maximum file size for a document filed on the CM/ECF system is 5 MB. N.B. Multiple documents can be attached to an individual event, however, the size cannot exceed 20 MB per event.
- ◆ In accordance with Fed. R. App. P. 25(a)(5), public access to electronic documents in social security or immigration cases is limited to the Court's orders, opinions and judgments.
- ◆ The examples in this manual are applicable to all events and reliefs.

Getting Started

Logging into CM/ECF:

1. Click the hyperlink for the CM/ECF Document Filing System from the Third Circuit website, if you are using a PC. If you are using a Macintosh computer please use the hyperlink for the Macintosh-CM/ECF Document Filing System.



2. The CM/ECF login screen will appear.
3. A checkbox was added to the CM/ECF login page used by public filers and requires a public filer to check the checkbox before they are able to log in, to verify that they have read the redaction message. Note: The checkbox is not included on the PACER users login screen.
4. Enter your ECF User login.
5. Enter your ECF password.
N.B. Your login and password are case sensitive.

6. Client Code is optional.

7. Click **Login**.

The screenshot shows a Windows Internet Explorer browser window with the title "Login - Windows Internet Explorer". The address bar displays the URL "https://ecf.ca3.uscourts.gov/cmecf-test/servlet/TransportRoom?servlet=Login". The page content is titled "Appellate CM/ECF Login" in blue text. Below the title is a "Notice" section with the following text: "This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged." This is followed by an "IMPORTANT NOTICE OF REDACTION RESPONSIBILITY" stating that filers must redact Social Security or taxpayer-identification numbers, dates of birth, names of minor children, financial account numbers, and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). Below this notice is a checkbox with the text "I understand that, if I file, I must comply with the redaction rules. I have read this notice." The "Authentication" section contains three input fields: "Login:", "Password:", and "Client Code:". Below these fields are "Login" and "Clear" buttons. At the bottom of the page, a small disclaimer states: "CM/ECF has been tested successfully using Firefox 3.0, and Internet Explorer 6 and 7, as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Sun Java Plug-In version 1.6."

Appellate CM/ECF Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Authentication

Login:

Password:

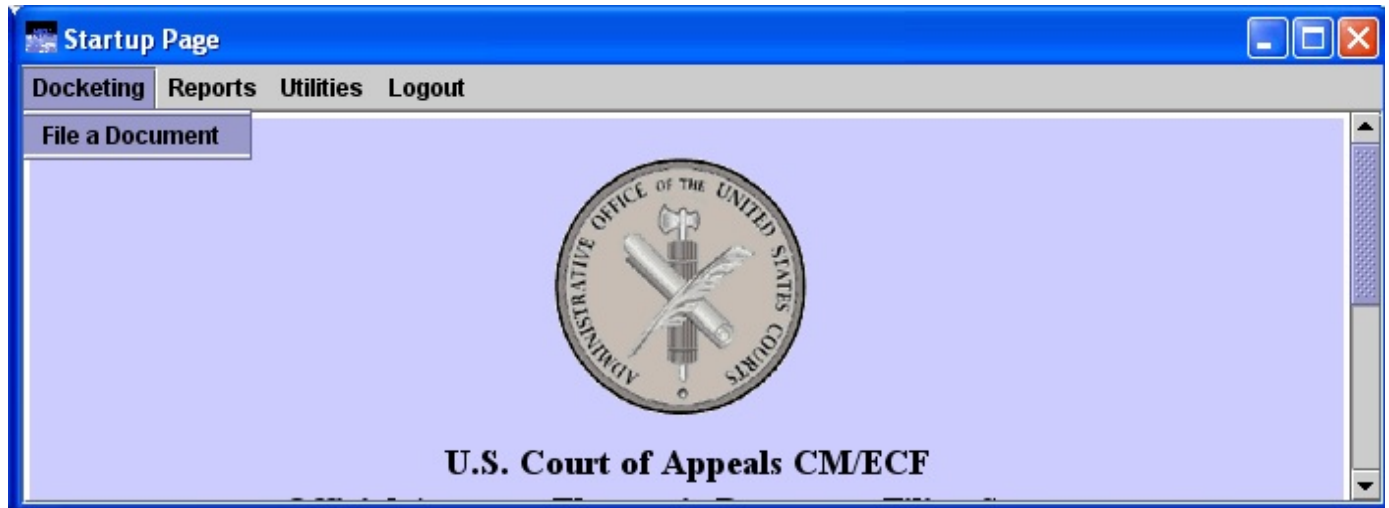
Client Code:

CM/ECF has been tested successfully using Firefox 3.0, and Internet Explorer 6 and 7, as representative browsers. Other browsers and browser versions may work, as well. All testing was performed using the Sun Java Plug-In version 1.6.

Toolbar Options

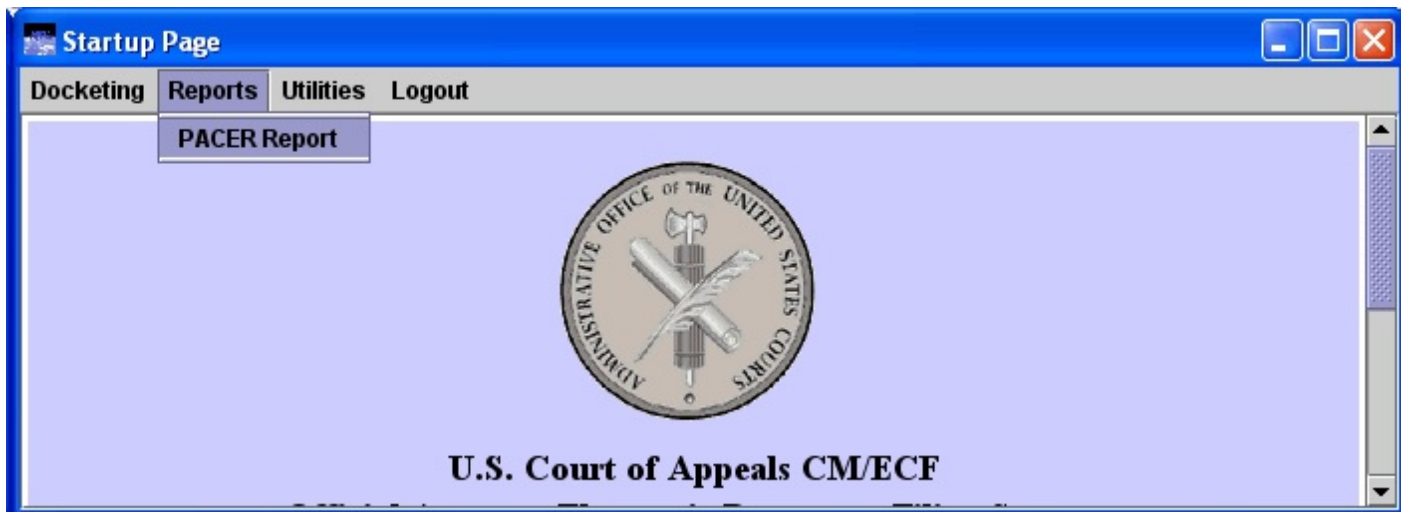
Docketing

- ◆ After logging into the CM/ECF system, the main screen will appear with the tool bar at the top, left-hand side. To file a document with the Court, click ***Docketing*** and click ***File a Document***.



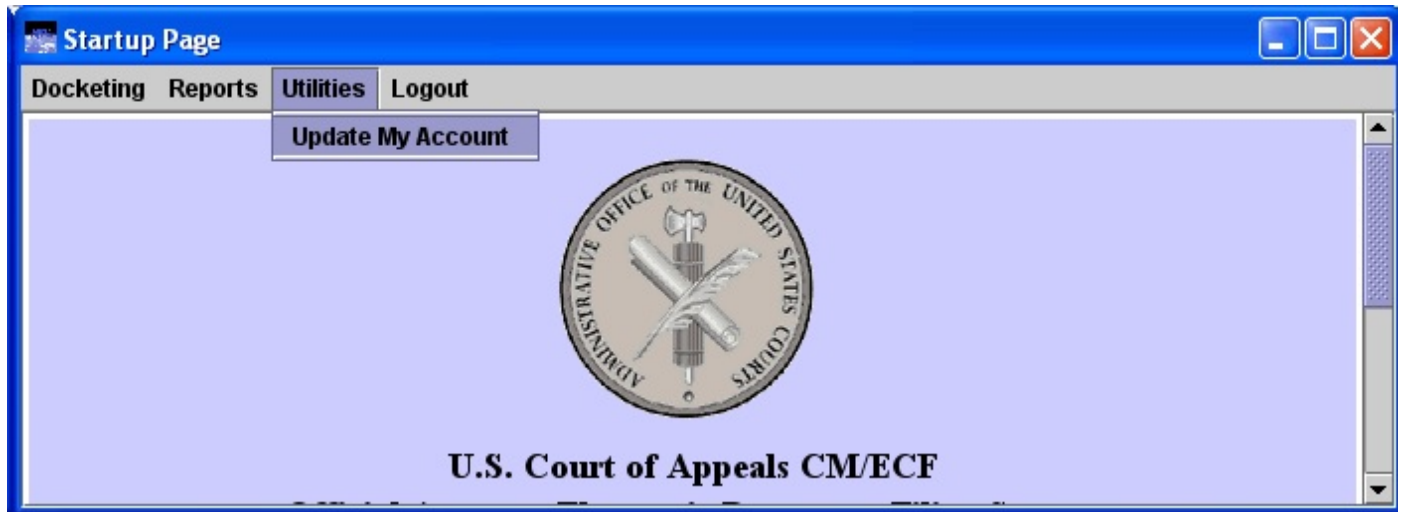
Reports

- ◆ You can access a docket report via PACER by selecting the ***Reports-PACER Report*** option on the CM/ECF toolbar. This option links you directly to the [PACER Service Center Home](#).



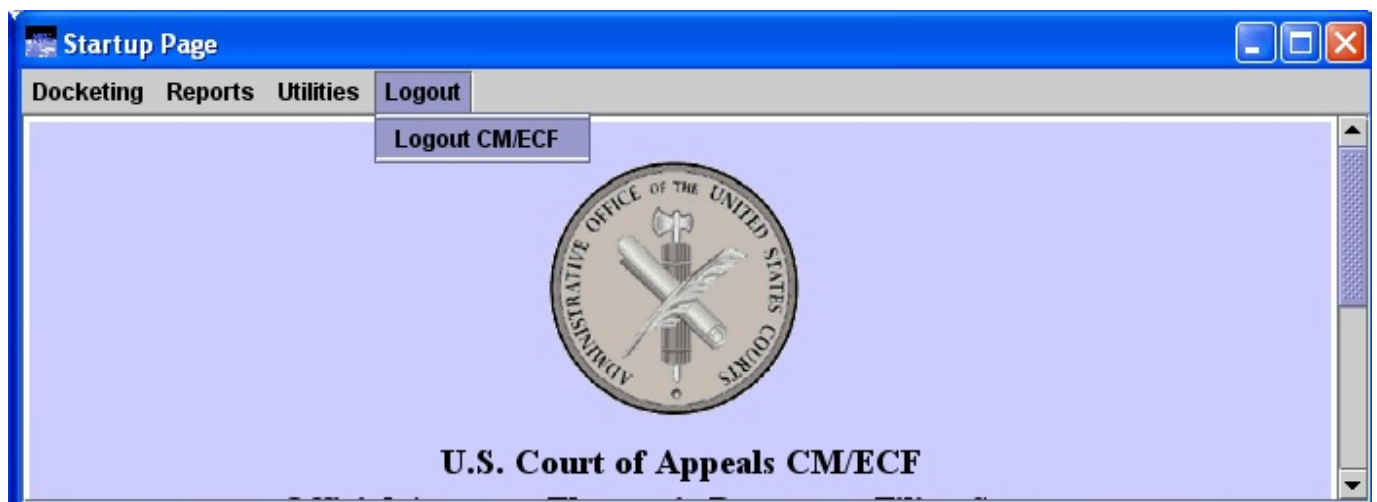
Utilities

- ◆ You can manage your account by selecting the **Utilities - Update My Account** option from the CM/ECF toolbar. You are able to update account information such as, email address, telephone number etc.



Logout

- ◆ When you have finished filing your document, choose **Logout** from the menu and **Logout CM/ECF** to exit the system.



CM/ECF System Navigating Tips

- ★ Press the TAB key on your keyboard to move to the next field.
- ★ You can navigate between screens by clicking the ***Back*** and ***Continue*** buttons.
- ★ If you wish to discontinue a transaction, you can click ***Cancel*** button.

How to File a Transcript Purchase Order Form

(Example: Transcript purchase order form (part III))

1. Select **Docketing** and click **File a Document**.
2. Enter the 6 digit appellate case number (e.g. YY-NNNN).
3. Check to ensure that the correct case number and short title appear at the top left of the screen and in the **Case Selection** box.
4. The Event Categories are listed in the left-hand box. The Court Reporters will always select the **Court Reporter Documents** category.
5. Select the type of document you want to file from the Event list in the right-hand box. For this example, select **Court Reporter TPO Completed**.
6. All associated cases will appear in the **Case Selection** box. (i.e. cross-appeals and related cases) Your document will be filed and appear on the docket in all cases listed in the **Case Selection** box. If your document should not be filed in the case numbers that appear in the case selection box, please uncheck the box for the associated case.
7. Click **Continue**.

The screenshot shows a web application window titled "Docketing Court Reporter TPO Completed". The interface includes a navigation bar with "Docketing", "Reports", "Utilities", and "Logout". The main content area is titled "File a Document" and displays the case number "03-1020" and the title "Deanna Moore v. Comm Social Security". A sidebar on the left is labeled "CM/ECF Appellate". The form contains two main sections: "Select a Category" and "Select One". The "Select a Category" section lists various document types, with "Court Reporter Documents" selected. The "Select One" section lists specific document types, with "Court Reporter TPO Completed" selected. Below these sections is a "Case Selection" box containing the case number and title. At the bottom, there are buttons for "All", "Clear All", and "Continue".

Docketing Court Reporter TPO Completed

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

File a Document

Case: 03-1020 Enter case number as yy-nnnn (e.g., 05-2475)

Filed Date: 10/24/2008

Select a Category

- ☐ Select a Category
- ☐ Case Opening
- ☐ Filings under Criminal Justice Act(C
- ☒ Court Reporter Documents
- ☐ Motions, Responses & Replies
- ☐ Briefing Documents
- ☐ Argument Notices & Acknowledgme
- ☐ Rehearing Petitions & Answers
- ☐ Bill of Costs & Objections
- ☐ Sealed
- ☐ Letters to the Court
- ☐ Withdraw Case or Document(s)

Select One

- ☐ Court Reporter Motion
- ☐ Court Reporter Motion & Response
- ☐ Court Reporter Show Cause Response
- ☒ Court Reporter TPO Completed
- ☐ Court Reporter TPO Not Paid
- ☐ Court Reporter TPO Paid

Uncheck boxes for each case in which this document should not be filed.

Case Selection

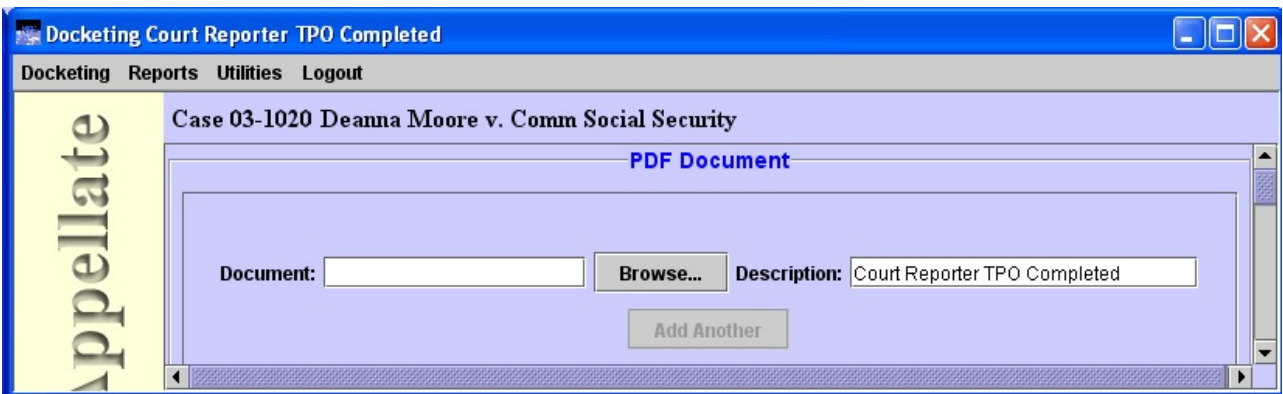
- ☒ 03-1020 Deanna Moore v. Comm Social Security (Target Case)

Total: 0 Selected: 0

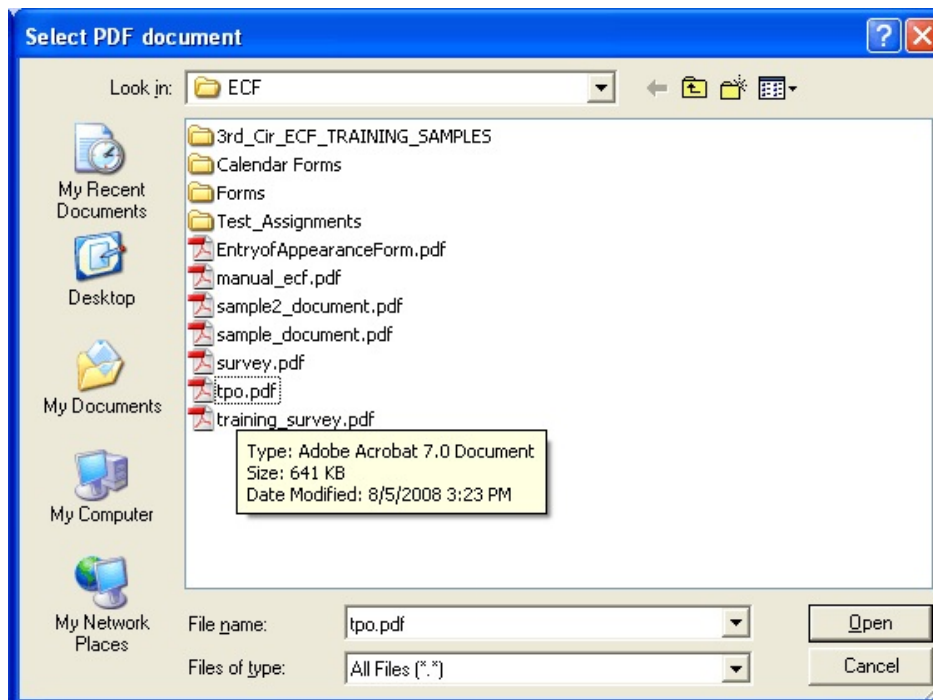
All Clear All

Continue

8. Attach the transcript purchase order (tpo) by clicking the **Browse** button and navigating to where the tpo is saved on your computer.



9. View the document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the file name and a box will appear with the file size, or you can right click your mouse over the highlighted file name, select properties and view the file size. The maximum file size for each document is 5 MB. The maximum file size for all documents attached to an event is 20 MB.
10. Click **Open**, which will attach the document to the event.
11. If you wish to attach another document click **Add Another** and repeat the instructions above. You may also include a description for the additional document. The maximum file size for each document attached to an event is 2MB.



12. Select the court reporter who is filing the document.
13. If the court reporter name is not listed in the ***Court Reporter Filer*** box, please type in the court reporter's name in the ***Additional Information*** text box.
14. Enter the date that the transcript(s) were filed in the District Court.
15. Enter the number of pages for the transcript(s).
16. Enter the date(s) that were transcribed.
17. Click ***Continue*** to navigate to the next screen.

Docketing Court Reporter TPO Completed

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

PDF Document

Document: :ECF\sample2_document.pdf **Browse...** Description: Court Reporter TPO Completed

Add Another

Court Reporter Filer

Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/> Kashmer, Jackie	Court Reporter	03-1020	Deanna Moore v. C...

Display All Court Reporter **All Cases** **Select All** **Clear All**

Additional Information

Name of Court Reporter if not listed above.

Additional Information

Date transcripts were filed in District Court

09/29/2008

Additional Information

Actual Pages:

50

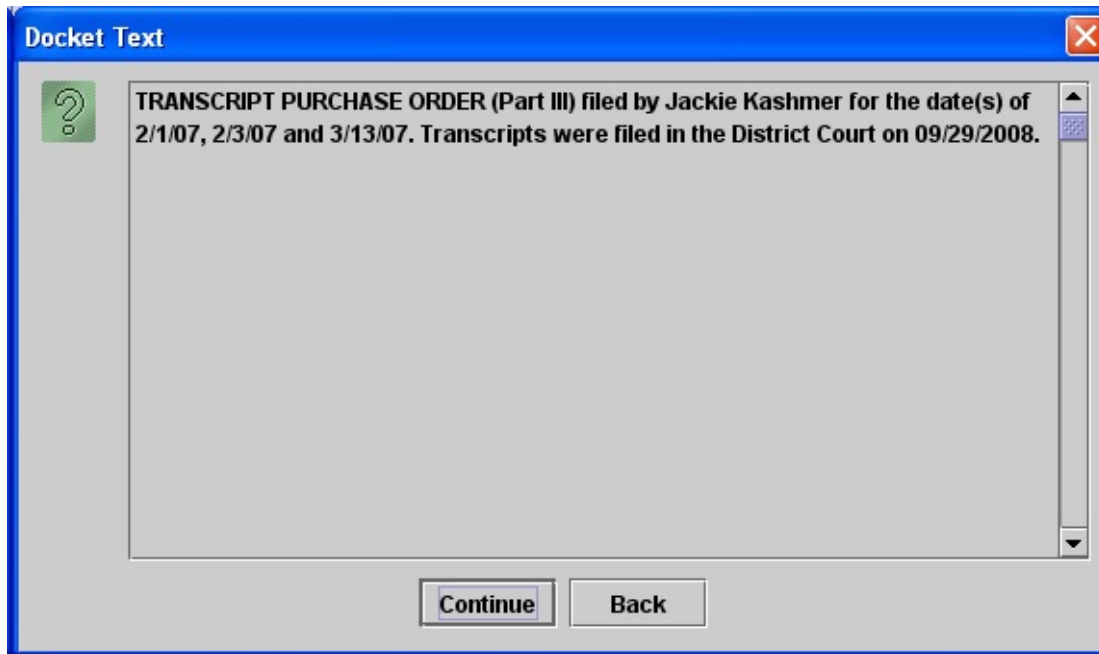
Additional Information

Date(s) of transcripts that have been completed.

2/1/07, 2/3/07 and 3/13/07

Continue **Back** **Cancel**

18. The docket text will appear for your review. The text cannot be edited. If the information is incorrect use the **Back** button to change or edit your information or cancel (X) the filing and start over. Click the **Continue** button to move to the next screen if the text is correct.

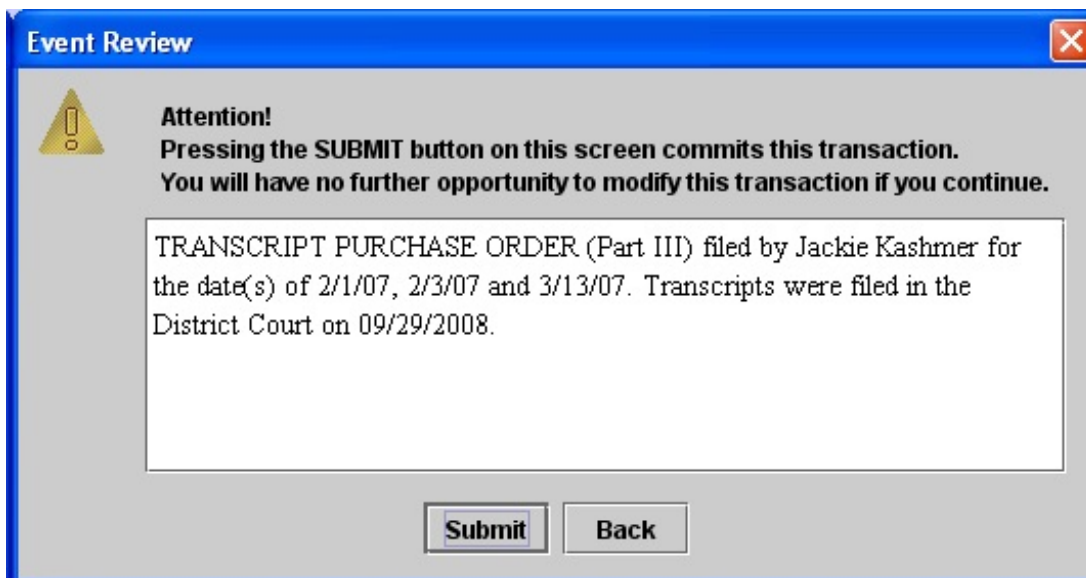


Docket Text

TRANSCRIPT PURCHASE ORDER (Part III) filed by Jackie Kashmer for the date(s) of 2/1/07, 2/3/07 and 3/13/07. Transcripts were filed in the District Court on 09/29/2008.

Continue **Back**

19. This is your last opportunity to review the text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the **Back** button or cancel (X) the filing and start over. If correct, select **Submit** to file the transcript purchase order form.



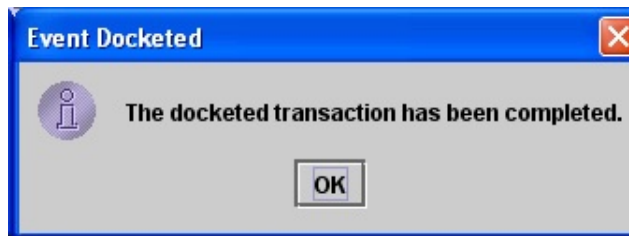
Event Review

Attention!
Pressing the SUBMIT button on this screen commits this transaction.
You will have no further opportunity to modify this transaction if you continue.

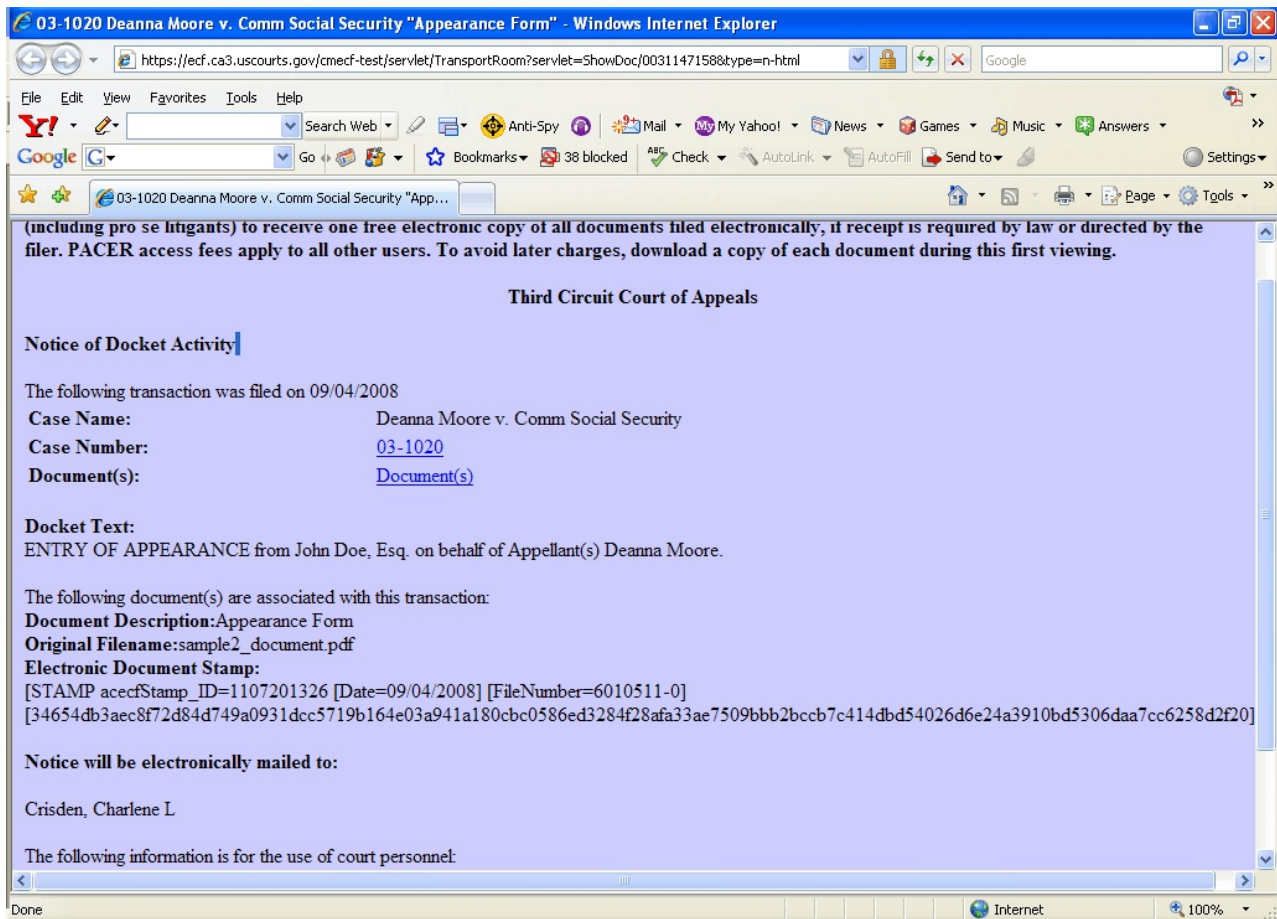
TRANSCRIPT PURCHASE ORDER (Part III) filed by Jackie Kashmer for the date(s) of 2/1/07, 2/3/07 and 3/13/07. Transcripts were filed in the District Court on 09/29/2008.

Submit **Back**

20. The transaction below confirms that the event has been docketed on our Court's docket. Click **OK** to return to the CM/ECF Main Page.



21. The Notice of Docket Activity (NDA) will launch after you complete your filing. It is good practice to save or print the NDA as proof of filing. If you do not receive an NDA, check PACER to see if the filing is reflected on the docket. Follow up with the ECF Help Desk if there is a problem.
- The hyperlink with the case number allows you to open the Docket Report.
 - The hyperlink titled "Document(s)" allows you to open the document filed.
 - The docket text appears as it does on the docket report.
 - The recipients will be identified by the type of service.



How to File a Motion

(Example: Motion for extension of time to file transcripts)

1. Select the ***Court Reporter Documents*** Event Category from the box on the left-hand side and the ***Motion(s)*** event from the event list in the box on the right-hand side.
2. Click ***Continue***.

The screenshot shows a web application window titled "Docketing Court Reporter Motion". The interface includes a top navigation bar with "Docketing", "Reports", "Utilities", and "Logout". A sidebar on the left is labeled "CMI/ECF Appellate". The main content area is titled "File a Document" and displays the case "Case 03-1020 Deanna Moore v. Comm Social Security".

The "File a Document" section contains the following elements:

- Case:** 03-1020 (with a prompt: "Enter case number as yy-nnnn (e.g., 05-2475)")
- Filed Date:** 10/24/2008
- Category Selection:** A list of categories on the left, with "Court Reporter Documents" selected. The categories include: "Select a Category", "Case Opening", "Filings under Criminal Justice Act(C", "Court Reporter Documents", "Motions, Responses & Replies", "Briefing Documents", "Argument Notices & Acknowledgme", "Rehearing Petitions & Answers", "Bill of Costs & Objections", "Sealed", "Letters to the Court", and "Withdraw Case or Document(s)".
- Event Selection:** A "Select One" box on the right with the following options: "Court Reporter Motion" (selected), "Court Reporter Motion & Response", "Court Reporter Show Cause Response", "Court Reporter TPO Completed", "Court Reporter TPO Not Paid", and "Court Reporter TPO Paid".
- Case Selection:** A box below the instructions "Uncheck boxes for each case in which this document should not be filed." containing the selected case: "03-1020 Deanna Moore v. Comm Social Security (Target Case)".
- Summary:** "Total: 0 Selected: 0"
- Buttons:** "All", "Clear All", and "Continue".

3. Select the court reporter filing the document.
4. The only relief category that will show up for the court reporter transactions is ***court reporter***. Please select a description from the drop-down menu. For this example the description relief is ***Extension of Time***. Click ***Apply***.
5. Your selection will appear in the box below. If your document includes an additional relief please repeat directions at 4. (e.g. waiver discount)
6. Click ***Continue*** when all of your reliefs have populated the ***Selected Reliefs*** box.

Docketing Court Reporter Motion

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

Court Reporter Filer

	Filer	Type	Case Number	Short Title
<input checked="" type="checkbox"/>	Kashmer, Jackie	Court Reporter	03-1020	Deanna Moore v. C...

Display All Court Reporter All Cases Select All Clear All

Relief

Category: (all reliefs) Description: Apply

Selected Reliefs

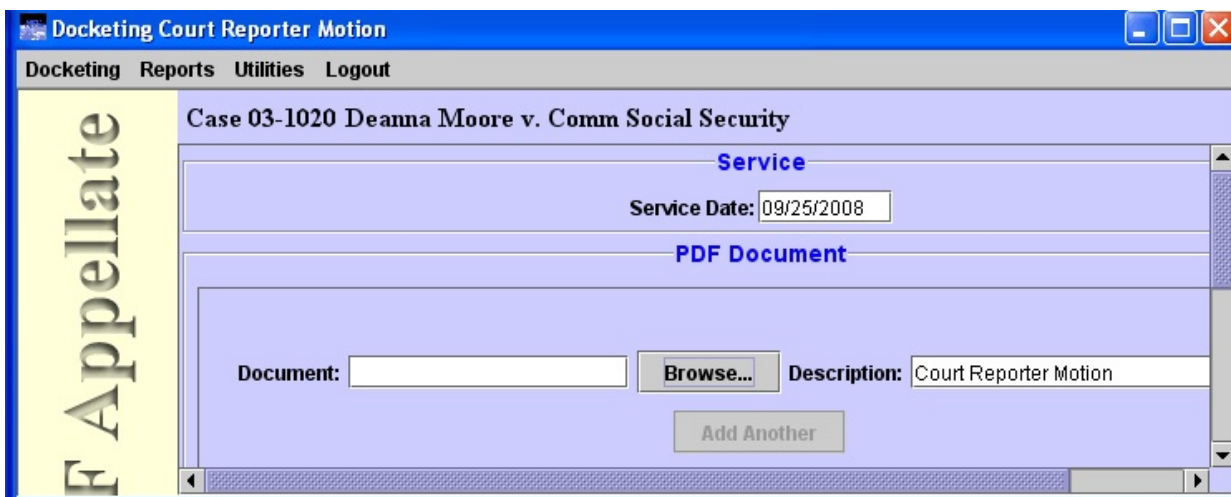
Entry	Cases
Extension of Time	03-1020

Up Down Remove Clear All Total: 1

Continue Back Cancel

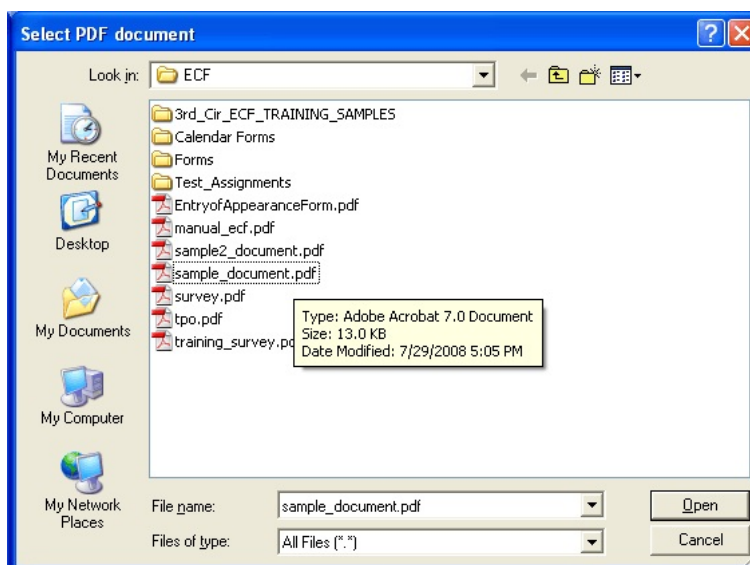
7. Enter the Service Date for the filing. N.B. This date should be the same on your certificate of service.

8. Attach your motion by clicking on the **Browse** button.



9. View the document(s) prior to attaching to ensure it is the correct document(s). Also, check the file size of each document. You can check the file size by resting your cursor over the file name and a box will appear with the file size or you can right click your mouse over the highlighted file name, select properties and view the file size. The maximum file size for a document is 5 MB. The maximum file size for all documents attached to an event is 20 MB.

10. Click **Open** to attach the document to the event.



11. If you wish to add another document, click **Add Another** and repeat directions at 9 & 10. You may also include a description for the additional document (e.g. affidavit).
12. In the 1st text box for **Additional Information** please type in the name of the document for which you are requesting an extension (e.g. transcripts).
13. In the 2nd text box for **Additional Information**, please type in the number of days you request for an extension or you may enter a specific date for the extension (e.g. 30 days or 8/8/08).
14. Click **Continue** to navigate to the next screen.

Docketing Court Reporter Motion

Docketing Reports Utilities Logout

Case 03-1020 Deanna Moore v. Comm Social Security

CM/ECF Appellate

Service

Service Date: 09/25/2008

PDF Document

Document: C:\ECF\sample_document.pdf Browse... Description: Court Reporter Motion

Add Another

CTR Motion ECF/-/extension time ecf

Additional Information

Extension of time to file which document? (e.g. transcripts, brief & appendix)

transcripts

Additional Information

How many days or specify a date for extension? (e.g. 30 days or 8/8/08)

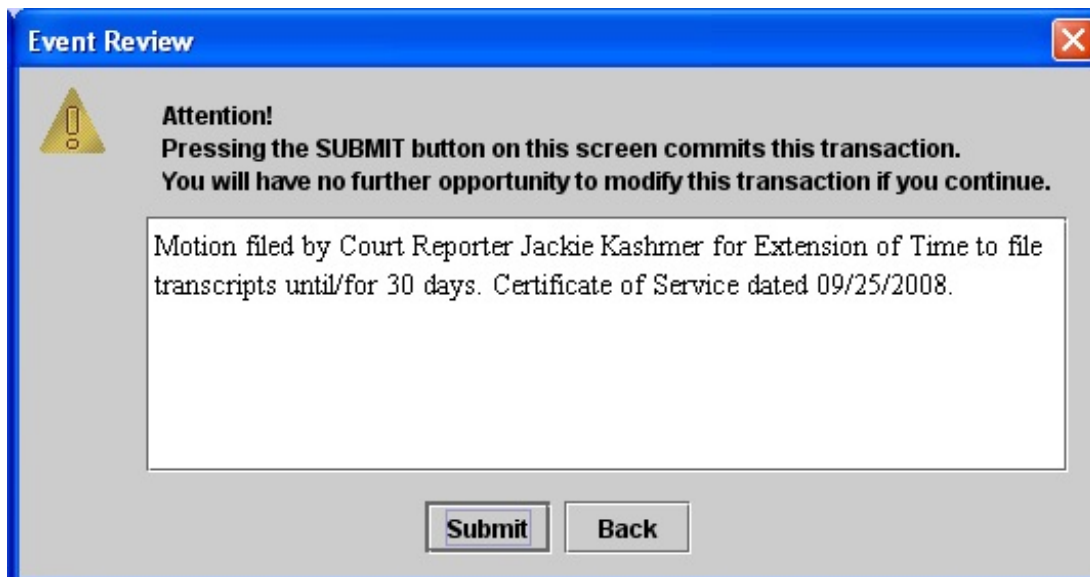
30 days

Continue Back Cancel

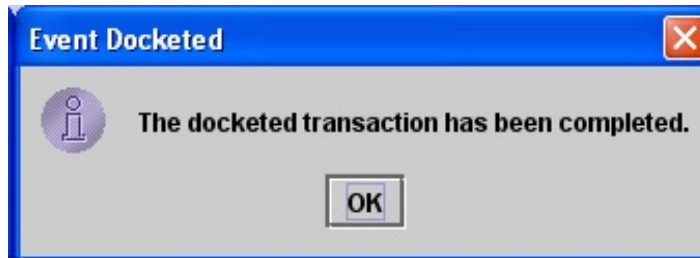
15. The docket text will appear for your review. The text cannot be edited. If the information is incorrect, use the **Back** button to change or edit your information or cancel (X) the filing and start over. Click the **Continue** button to move to the next screen if the text is correct.



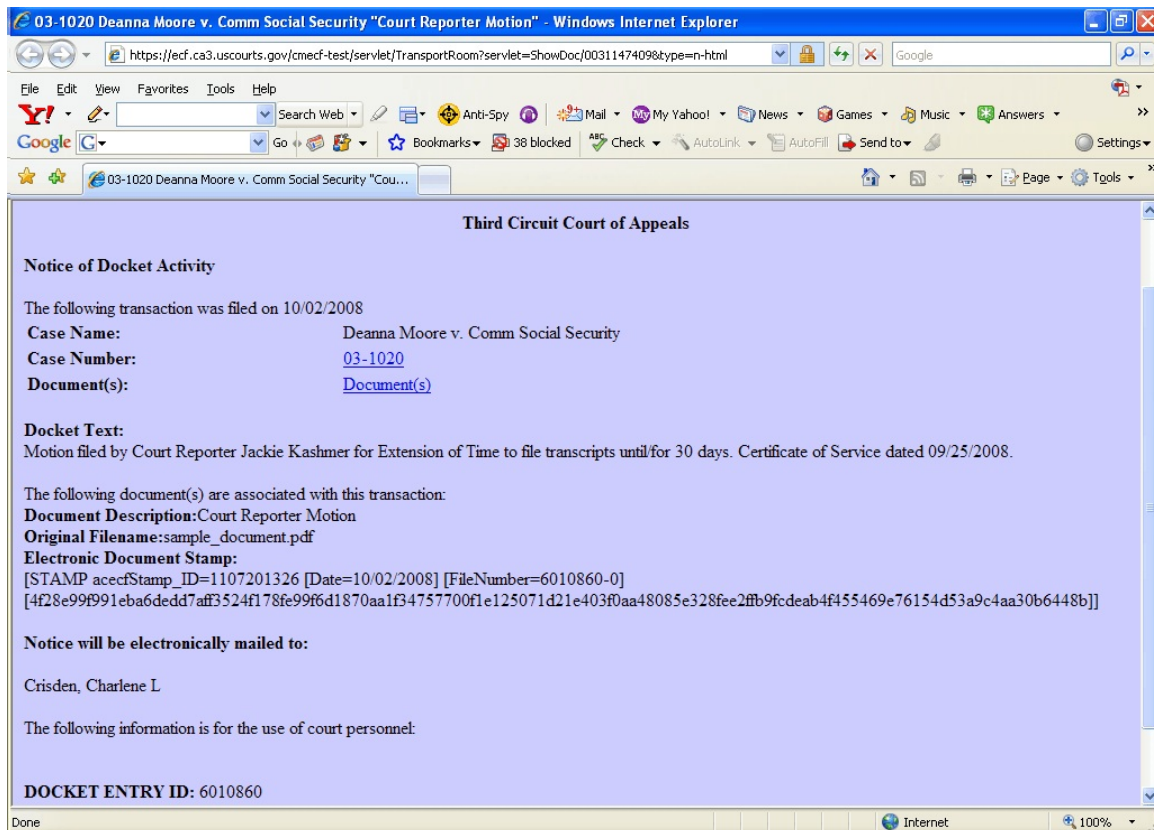
16. This is your last opportunity to review the docket text prior to filing the document on the docket. Again, this text cannot be edited. If the text is incorrect, click the **Back** button or cancel (X) the filing and start over. If correct, select **Submit** to file the Motion for Extension of Time.



17. The transaction below confirms that the event has been docketed on our Court's docket. Click **OK** to return to the CM/ECF Main Page.



18. The Notice of Docket Activity (NDA) will launch after you complete your filing. It is good practice to save or print the NDA as proof of filing. If you do not receive an NDA, check PACER to see if the filing is reflected on the docket. Follow up with the ECF Help Desk if there is a problem.
- The hyperlink with the case number allows you to open the Docket Report.
 - The hyperlink titled "Document(s)" allows you to open the document filed.
 - The docket text appears as it does on the docket report.
 - The recipients will be identified by the type of service.



Quality Control and Error Correction

Check for these common mistakes before submitting a transaction.

- ✓ Are you filing in the correct case?
- ✓ Have you chosen the correct event?
- ✓ If you are filing a motion, have you chosen the correct relief?
- ✓ Is your PDF document an acceptable file size?
- ✓ Is your PDF document complete and legible?
- ✓ Have you uploaded the correct PDF file(s)?
- ✓ Is the correct case caption, including appellate case number, on your document?
- ✓ Is a complete certificate of service included?

Error Correction - Public Filer

You can correct a mistake at any time before you submit a transaction to the docket.

- a. Use the **BACK** button at the bottom of the CM/ECF screen to change selections on previous screens.
- b. Use the **CANCEL** button to abort the event and start over.

If you discover an error AFTER an entry is submitted please contact the Case Manager immediately. Only Court employees can make changes and corrections once the Notice of Docket Activity has been transmitted.

Error Correction - Clerk's Office

1. A case manager/briefing specialist will review your docket entry and edit if necessary.
2. A case manager/briefing specialist will review your filing and request that you correct the filing in the following situations:
 - a. The document is incomplete or illegible.
 - b. The wrong document was attached.
 - c. The filing was made in the wrong case.
 - d. The filing does not comply with the Court requirements.

Summary of Event List

Court Reporter Motion - Used to file motions for extension of time, waiver of discount and out of time transcripts.

Court Reporter Motion & Response - A combined document, which may contain a motion request and a response to a previously filed document (e.g. motion for extension of time to file the transcripts and a response to a show cause order).

Court Reporter Show Cause Response - Used only when filing a response to a show cause order.

Court Reporter TPO Completed - Used to advise the Court that particular transcripts have been completed and filed in the District Court (i.e. TPO Part III).

Court Reporter TPO Not Paid - Used to advise this Court that arrangement of payment has not been made for the transcripts requested (i.e. TPO Part II).

Court Reporter TPO Paid - Used to advise this Court that arrangement of payment has been made for the transcripts requested (i.e. TPO Part II).

KEY: ■ Event Category ■ Event List ■ Relief Category ■ Relief List

Court Reporter Documents

Court Reporter Motion
Court Reporter Motion & Response
Court Reporter Show Cause Response
Court Reporter TPO Completed
Court Reporter TPO Not Paid
Court Reporter TPO Paid

Court Reporter

Court Reporter Request that the reduction in fee be waived
Extension of Time
Out of Time